

S-E-C-R-E-T

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 41-63

17 October 1963

TO: All Agency Training Officers

## EXPANSION OF BUDGET AND FINANCE COURSE

Beginning with the 24 February 1964 running, the Budget and Finance Course will be a three-week course. The purpose of this increase from two weeks is to improve the students' familiarization with and comprehension and application of Class B accounting procedures.

To achieve this aim the content of the course has been expanded to include additional aspects of logistics: shipment of household effects, baggage allowances, quarters allowances, privately owned vehicles, and so forth. The extra week also makes possible more coverage of personal services--insurance, contract interpretation, including unofficial cover, and others.

Starting with this February running, the Operations Support Course will once again be a prerequisite for the Budget and Finance Course. Students can qualify themselves for Budget and Finance in either of two Ops Support courses scheduled before the 24 February running of the B&F Course: 28 October-22 November and 27 January-21 February.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification